



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	AIRPORT SUPERINTENDENT
Posting Number	PN# 106990
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Airfields & Grounds
Reporting Location	2800 North Terminal Road
Workdays & Hours	Shift work, including rotation, weekends and holidays*
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under the direction of the Senior Superintendent, manages the daily activities of supervisors and staff involved with all activities concerning runway maintenance and grounds keeping. Supervises through subordinate personnel, all activities in the section to ensure the achievement of the section and organizational goals in relationship to safety, efficiency and customer service. Plans, executes and monitors work assignments consistent with the prescribed policies, rules and regulations. Oversees the scheduling and coordination of Airfield & Grounds operations, including contract administration and compliance. Manages material usage and monitors inventory system and stock levels as required to assure adequate supply of critical items. Responsible for establishing procedures to ensure proper care, control and use of tools, equipment and supplies. Prepares annual budget request for the section and monitors expenditures to ensure compliance with approve budget limitations, and data analysis as needed. Prepares reports in support of all section operations. Tracks performance based on established goals, human and monetary resources.

WORKING CONDITIONS

Performing these duties will involve visually observe and differentiate details; recognize sounds, tones and pitch; attend to details and amid distractions; operate city vehicles, standing or walking for extended periods; climb stairs; analyze abstract information; make quantitative computations; project and choose a course of action; dealing with people in tense situations, speaking and writing effectively; apply specialized information; work in hot, cold and noisy environments; get people to cooperate; deal with people in tense situations; and act on your own; take charge when needed; and work as a member of a team. Must be willing and available to work all shifts including rotation, weekends, and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Engineering, Public Administration, Aviation Management, Business Administration or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressively responsible experience in airport operations and/or maintenance of an airport or comparable facility are required, preferably with at least three (3) of those years in a supervisory capacity. High School diploma and ten (10) years of responsible experience in airport operations and/or maintenance of a civil airport, preferably with at least four (4) years in a supervisory capacity, may be substituted for the above requirements.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Strong computer skills desired: Microsoft Word and Excel. Ability to establish and maintain an effective relationship with personnel, vendors and the general public. Ability to respond to conditions, including emergencies which require being on site at times other than regularly scheduled hours. Ability to communicate effectively orally and in writing.

SELECTION/SKILLS TEST REQUIRED

Work sample exercise, application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25		
\$1,791.00 - \$2,080.00	Biweekly	\$46,566.00 – \$54,080.00 Annually

OPENING DATE

OCTOBER 12, 2005

CLOSING DATE

OCTOBER 25, 2005

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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